



ENDING HUMAN TRAFFICKING.
RECLAIMING LIFE.

Position: Director, Safe Housing Program

Hours: Full-Time, Exempt
(Evenings, weekends, and holidays may be required depending on program needs)

Salary: \$85,000 to \$100,000 annually (based on experience)

Position Summary

LifeWay Network, Inc. seeks a dynamic, compassionate **senior leader** to serve as Director of the Safe Housing Program serving survivors of both sex and labor human trafficking. The Director will oversee all aspects of LifeWay's Safe Housing program, including program design, management, and evaluation; program finances and budget, and compliance with local, state, and federal laws. This role is ideal for an experienced, licensed mental health practitioner with strong people and program management skills and a proven track record of providing trauma-informed services to survivors of human trafficking.

This is a full-time, in-person position that requires frequent travel among multiple sites in New York City and Westchester County. Currently, travel is primarily between the Bronx and Queens, with some travel to Westchester County; however, this may change as more programs become available.

About LifeWay Network

Founded in 2007, LifeWay Network is a 501(c)(3) nonprofit organization that joins the global movement against human trafficking by providing safe housing for survivors of human trafficking and offering education to stakeholders on the issue. LifeWay Network (LWN) envisions a world in which human trafficking is eradicated, and every survivor is strong, connected, and free. For more information on LifeWay Network, visit <https://lifewaynetwork.org/>.

LifeWay Network's Safe Housing Program

LWN is at the forefront of providing dedicated housing to survivors of human trafficking. Currently, LWN operates the only dedicated transitional housing program in the metro New York area. This program serves both domestic- and foreign-born, female-identifying survivors of human trafficking. LifeWay Network has welcomed hundreds of women from more than 40 countries and dozens of states in our Safe Housing Program.

At LifeWay's Comprehensive Transitional Safe House, survivors can stay for up to a year and receive a range of services, including case management, therapeutic counseling, skills-building and job readiness workshops, and help enrolling in training programs. They are supported by a house manager, residential aides, a care coordinator, a host community, lived-experience advocates, and volunteers.

At LifeWay's Semi-Independent Transitional Safe House, survivors can stay for up to two years. Support staff are available on-site daily, and after-hours crisis advocates provide emergency assistance. Case management services are available but optional, including the creation of an Individualized Service Plan. Additional services



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include peer-led support groups, help in securing permanent housing, career or educational guidance, and referrals to other resources.

LifeWay Network is actively working to expand its safe housing program to include emergency housing and supportive, permanent housing.

The Director of Safe Housing Program will lead both the transitional housing program and play a key role in the design and implementation of the safe house program expansion. The Director will report to the Executive Director. As a member of the Leadership Team, the Director will work in collaboration with the Executive Director, Fundraising Manager, Director of Education, and Director of Finance & Technology, and will participate in the ongoing development of LifeWay Network programs and activities.

Responsibilities:

1. Safe House Program Leadership

- Provide vision and leadership to all aspects of the safe house program, including program design, implementation, and evaluation.
- Oversee day-to-day operations, ensuring high-quality, trauma-informed, survivor-centered programming grounded in lived experience and best practices.
- Manage program budget and assist with grant requirements and reporting to donors.
- Ensure all Safe House policies and procedures are followed and develop new policies and procedures as needed.
- Ensure compliance with local, state and federal laws.

2. Team Management & Staff Development

- Provide supervision and mentoring to all safe housing staff, managing a team of 10+ employees, interns, and volunteers.
- Coordinate with local schools of social work and provide supervision to social work interns.
- Ensure all staff are trained and apply best practices, including culturally and linguistically responsive, trauma-informed services.
- Manage referral/intake process.
- Conduct annual performance assessments and make recommendations for hiring, firing, and promotion.
- Maintain a positive and compassionate work culture that promotes staff well-being and professional growth.

3. Partnership Building & External Representation

- Develop strong relationships with partners, including referring agencies, law enforcement, other service providers, funders, and community partners.
- Represent the organization on task forces, coalitions, and at conferences.

4. Data, Evaluation & Continuous Improvement

- Maintain all program files and records.
- Ensure all program outcomes are tracked.
- Use data to improve quality and report to funders.



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- Maintain and update program policies and procedures to ensure best practices.

5. Additional Tasks as Needed

Qualifications:

- Licensed Clinical Social Worker (LCSW) required. Supervising social workers and social work interns is an integral part of the Director of Safe House position.
- Deep understanding of trauma impacts, particularly complex trauma among survivors.
- Prior experience working directly with survivors of human trafficking and understanding of best practices in survivor services.
- Strong working knowledge of human trafficking issues.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Experience managing a staff of 10 people or more.
- Ability to work independently and as part of a team.
- Demonstrated empathy, cultural sensitivity, and a positive attitude.
- Ability to maintain confidentiality and work with sensitive information.
- Ability to have a flexible schedule to meet staff, programmatic and organizational needs, including travel. This can include evenings, weekends and some holidays.
- Ability to travel to safe house and LifeWay office locations in NYC and Westchester, NY.
- A valid NYS driver's license is preferred.
- Bilingual English/Spanish and/or French preferred.

To Apply

If you are interested and meet the qualifications, please submit your resume or CV and cover letter to Josephine Crisostomo at jcrisostomo@lifewaynetwork.org to apply.

LifeWay Network is an equal opportunity employer and encourages applicants with lived experience and those from underrepresented communities to apply.